



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 22 NOVEMBER 2021 @ 15H45

DEPUTY COMMISSIONER: LEGAL SERVICES

- National Head Office (Ref: HO 2021/10/01)

Salary: R1 273 710 all-inclusive package

Requirements: An undergraduate LLB degree or equivalent Law degree (NQF level 7) as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' experience at a senior managerial level. Admitted as an attorney/advocate will be an added advantage. Valid driver's licence. Computer literacy.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Knowledge in conducting litigation, legal research, drafting of legislation and regulations, legal opinions, service level agreements, Memorandum of Understanding (MOU) and other legal instruments. Knowledge in conducting briefings to Council.

Competencies and attributes: Understanding of South African Law and regulatory framework. Financial management skills. Strategic capability and leadership. Policy development and implementation. Communication, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact.

Responsibilities: Management of civil litigations by or against the department. Monitor and evaluate the departmental regulatory framework with the view to identify areas of non-compliance to legislative imperatives. Management of legal contracts. Manage the processes for the drafting and interpretation of all regulations related to operations of the department. Manage the provision of legal advisory services inclusive of legal opinions. Advise on medico-legal, labour and contract issues. Provide leadership and strategic direction within the Chief Directorate. Management of operational risks within the Chief Directorate. Management of human resources, finance and assets. Management of performance information.

NOTE: RE-ADVERTISEMENT: CANDIDATES WHO PREVIOUSLY APPLIED, NEED TO RE-APPLY

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

CLINICAL NURSE PRACTITIONER GRADE 1: PRIMARY HEALTH CARE [2 POSTS]

- Kroonstad Training College (Ref: HO 2021/10/02)
- Zonderwater Training College (Ref: HO 2021/10/03)

Salary: R383 226 per annum

Requirements: Diploma/degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with the South African Nursing Council. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the South African Nursing Council. Current registration with the South African Nursing Council as a Professional Nurse. Computer literacy. Valid driver's licence.

Competencies and attributes: Programme management. Monitoring and evaluation. National standard setting. Resource management. Knowledge of nursing statutes and other relevant legal frameworks. Communication skills. Service delivery innovation. Problem solving. Planning and organizing. Liaison and networking. Coordination. Facilitation skills. Confidentiality. Interpersonal skills. Understanding of the PFMA, DCS legislative and policy frameworks. Policy and procedure design and development.

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and healthcare in accordance with relevant laws and regulations. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness to respond to patients' needs, requirements and expectations.

Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finance and assets.

SOCIAL AUXILIARY WORKER GRADE 1 (12 Months Contract)

- National Head Office: Office of the CDC: Community Corrections (Ref: HO 2021/10/04)
Salary: R148 215 per annum (Plus 37% in lieu of benefits)

Requirements: Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literacy. Valid driver's licence.

Competencies and attributes: Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.

Responsibilities: Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.

Note: • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application.

A pre-entry certificate from the National School of Government (NSG) is required for all SMS posts. The full details of the SMS pre-entry course is obtainable on :<http://www.thensg.gov.za/training/course/sms-pre-entry-programme/>

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/ possibly terminated. Finger prints may be taken on the day of the interview.

All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, certified/uncertified copies of qualifications, identity document and valid driver's licence.** Please send a separate and complete application for each post you

apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements.

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **22 NOVEMBER 2021 @ 15h45.**

Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below:

NATIONAL HEAD OFFICE: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001
OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001
(Previous: Cnr Church and Schubart Street). **Contact persons:** Mr Mokotjo TN 012 307 2173/Mr Y Naidoo 012 307 2079 /Ms TP Baloyi 012 305 8589 / Ms Khumalo NS 012 307 2173.

THE YOUTH AND WOMEN ARE ENCOURAGED TO APPLY

